



# WALDO COMMUNITY ACTION PARTNERS JOB DESCRIPTION

## POSITION SUMMARY

With the guidance of the Health & Nutrition Manager, the **Lead Chef** responsible for ordering, billing, planning, preparing, and serving meals that meet the developmental needs of infants and for up to 50 children and 20 adults.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Planning food menus

1. Meets with Health & Nutrition Manager to discuss requirements needed to meet USDA Food Program and Federal Head Start Nutrition Performance Standards as part of pre-service training and monthly nutrition meetings.
2. Develops nutritionally appropriate menus and substitute menus that are cost effective and meet Child & Adult Care Food Program (CACFP) and Head Start regulations.
3. Plans for and completes weekly food orders as well as kitchen supplies and orders.

### Preparation and Serving

1. Follows weekly approved menus
2. Plans work schedule so that food production flows smoothly and meals are prepared on schedule.
3. Follows standardized recipes and uses portion control methods in the weighing/measuring of meal components.
4. Prepares, cooks and serves breakfast, lunch and snack according to menus to meet CACFP and Head Start regulations.
5. Ensures that special diets are adhered to.
6. Purchases and/or picks up food and non-food supplies at designated location as necessary to meet menu requirements.
7. Stores food and non-food supplies in a sanitary and orderly manner.
8. Operates equipment and tools used in the food service industry.

### Sanitation

1. Maintains clean kitchen, storage, and serving areas on daily basis.
2. Wash and sanitize utensils and dishes thoroughly.
3. Maintains a clean neat appearance of self, including closed toed shoes, restrained hair, and a clean apron.

### Record Keeping

1. Maintains accurate daily inventory of food and non-food commodities used in the food service program.
2. Prepares and submits monthly production reports, menu changes, and temperature records to the Health & Nutrition Manager at the end of each month.
3. Keeps accurate daily time sheets and submit to supervisor for payroll purposes on the time schedule established.
4. Completes monthly billing and submits to CACFP.

### Position Title:

Lead Chef

### Department:

Early Childhood Program

### Reports To:

Health and Nutrition Manager

### Supervises:

Chef

### FLSA Status:

Non-Exempt

### Salary Range:

4

### Last Revised/Approved:

June 2023

### **Team Responsibility**

1. Recruits, trains, and supervises volunteers in food preparation safety and sanitation.
2. Works with Teachers to prepare and conduct nutrition activities.
3. Meets with the Health & Nutrition Manager and parents/guardians as necessary to discuss special dietary needs for some children as requested by parents/guardians and/or as directed by Health & Nutrition Manager.
4. Responsible for training Substitutes and Classroom Aides during scheduled meal service assistance.
5. Provide mealtime management and family style serving support and training to school site food service staff accordingly.
6. Coordinate with Nutrition Consultant to ensure dietary needs of children are met and nutrition plans are created as needed.
7. Ensure kitchen staff maintain up to date kitchen supply inventory.
8. Coordinate equipment servicing and service contracts as needed.
9. Place orders through contracted food and kitchen supply vendors and makes local food, supply and equipment purchases followed established procurement procedures.
10. Arranges for distribution and food kitchen supply deliveries to designated sites.
11. Works Cooperatively with the area school nutrition Directors at all school collaboration sites.

### **Leadership & Teamwork**

1. Builds cooperative goals and relationships of mutual trust.
2. Works in collaboration with WCAP staff to facilitate a team environment.
3. Demonstrates effective communication skills in building relationships with all employees and clients.
4. Collaborates with all partner agencies to assure effective communication processes across agencies.
5. Adheres to WCAP policies in the use of computer technology and all telecommunication devices.
6. Performs light housekeeping duties in classroom and building as necessary.
7. Shares monitoring of voice and email systems.
8. Follows Code of Conduct.
9. Demonstrate the ability to cope with stressful situations directly, courteously, and with respect for the rights of co-workers, parents/guardians, children, and community persons.

### **Personnel Administration**

1. Supervises Cook Aide, as assigned.
2. Assesses professional development activities needed for supervisees annually; provides training if appropriate or arrange outside training when necessary throughout the program year.
3. Provides annual evaluations of supervisees.

### **Safety and Wellness:**

1. Actively promotes safety and accident prevention within the workplace.
2. Reports any unsafe conditions, incidents and/or accidents immediately.

### **Professional Growth and Development:**

1. Maintains qualifications for this position as required by Head Start and state child care licensing regulations.
2. Attends professional development opportunities presented by Head Start or other professional organizations as appropriate.
3. Attends all regularly scheduled Head Start meetings, trainings and events including, but not limited to, team meetings, and WCAP staff days.

### **Non-Essential Duties and Responsibilities:**

1. Performs additional duties as assigned.

## **GENERAL EXPECTATIONS**

- Be committed to the Agency's Mission, Vision and Values.

- Maintain adequate knowledge of all WCAP programs in order to make referrals to other programs beneficial to the client, his/her family or friends.
- Maintain professional boundaries with all current, past, and prospective clients.
- Maintain confidentiality of clients, staff, and internal business information.
- Present professional and positive image as a representative of WCAP.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate proactively with the supervisor regarding work flow, problems, suggestions, etc.
- Seek out and attend relevant professional development conferences, seminars, workshops, and other activities related to all aspects of this position. Participate in all Pre-Service and In-Service training and professional development activities as required by the position. Participate in other local and state level meetings related to all aspects of this position.
- Attend team and staff meetings as scheduled.
- Contribute to a positive, team-oriented work environment.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors. Meet deadlines.

## PHYSICAL REQUIREMENTS

*The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee must be able to perform moderate physical activity with regular kneeling, stooping, bending, or standing and/or walking for more than four (4) hours per day. Must be able to use step ladder, lift overhead, and lift up to 35 pounds regularly. Makes continuous or repetitive arm/hand movements, such as slicing or chopping food. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

## WORK ENVIRONMENT

*The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is primarily performed in a busy kitchen, and critical attention must be paid to safety and sanitation. Limited time allocations for completion of assigned and required duties. Work environment involves some exposure to hazards or physical risks, such as extreme temperatures, fumes, smoke, sharp objects and mechanical devices, which require following basic safety precautions. Must be able to stand for long periods of time and withstand hot temperatures in the summer months and cold temperatures when working in refrigeration. Assigned work may require travel within the local or neighboring communities. This position is a full-time hourly position that typically works normal daytime schedule. However, evening and weekend time may be required to meet program and/or organizational needs. Overtime may also be required to meet program and/or organizational needs and requires prior approval.

## QUALIFICATIONS NEEDED FOR POSITION

### General Requirements:

- Must be able to pass a physical examination and TB screening.
- Must have adequate transportation, a valid driver's license and meet WCAP's insurance requirements.
- Must meet WCAP's background clearance requirements.
- Valid Criminal Record History Check (CHRC) through DOE.

### Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least one year of prior professional cooking experience is required.

- Prior work experience in institutional cooking for pre-school children preferred.
- Knowledge of quantity food purchasing, receiving, and storage.
- Knowledge of equipment and supplies used in quantity food preparation and service and its care and operation.
- Must be able to maintain confidentiality.
- Mathematical ability to compute production counts and adapt quantity recipes.
- Proficient skills in Microsoft Word, Excel and Outlook.
- Strong communication skills.
- Strong organizational/time management skills.
- Must be flexible and able to work with multiple staff members and volunteers.
- Prior supervisory experience preferred.

**Education Requirements:**

The following education requirements are considered essential:

- High school education required.
- ServSafe certification required (will train).

*\*\* All requirements and skills are considered to be essential, unless otherwise indicated*

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

*The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

I have read and understand the above description, and I am confident that I will be able to meet the requirements of this job.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date